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Office of Public Instruction  
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ATTN: Educator Licensure

## SCHOOL COUNSELING INTERNSHIP AGREEMENT

AGREEMENT with \_\_\_\_\_, the intern,  
\_\_\_\_\_ school district, of \_\_\_\_\_, Montana, and  
\_\_\_\_\_ (appropriate Montana university).

This agreement between the above-named parties specifies the responsibilities of the parties involved in the conduct of an internship program in lieu of, but leading to, Montana licensure in school counseling. CONDITIONS: This agreement will be in effect only when the following conditions are met:

1. The intern candidate must be admitted into an approved university program leading to a school counseling K-12 endorsement on a teaching or specialist license that meets the Montana Teacher Education Program Standards for counseling (ARM 10.58.512).
2. The Montana Board of Public Education and the Office of Public Instruction exempt the participating school district from a deviation in accreditation for an unendorsed school counselor.
3. Payment to the Montana university/college, named in paragraph one, will be based upon an agreement reached by the applicant, the school district and the institutional representative.
4. This agreement is intended for up to three years or until the candidate is eligible for licensure, whichever comes first, **but will be renewed in writing annually.**

### RESPONSIBILITIES OF THE PARTIES

It is hereby agreed by the above-named parties that the following responsibilities will be in effect:

1. **Role of the School Counseling Intern.** To apply for inclusion in this program, the individual must:
  - A. Have at least two years classroom teaching experience prior to entering the program unless working toward the Class 6 Specialist license. State law requires that school counselors be certified; therefore, all applicants for the counseling internship must qualify for at least alternative licensure.
  - B. Have acceptable credits or enroll in and complete a minimum of 15 quarter (10 semester) credit hours of graduate work in school counseling prior to the beginning of the first intern academic year. These credits must apply on the program and be approved by the university listed in the first paragraph of the first page.
  - C. Enroll in and complete graduate credit in school counseling sufficient to qualify for a school counseling endorsement on a valid teaching or specialist license within three (3) years of entry into the program.
  - D. Plan, with the cooperating school district and the university, school counseling tasks approved by both the school district and the university. The tasks are to be assigned according to the qualifications and needs of the intern and the needs of the school district.
  - E. Contact the peer professional or counselor at least 3 times per semester.

F. Keep and present, on a regular basis, a log of the activities previously agreed upon. Such things as time spent and areas in which skills gained through the academic program should be included.

G. Be prepared to give the appropriate presentations to university classes or professional meetings about the experience, showing an understanding of the theory and the research related to the area.

2. **Role of the Cooperating School District.** The cooperating school district, in applying for inclusion in this program, agrees to:

- A. Provide a wide range of school counseling experiences for the intern consistent with the internship agreement.
- B. Have an administrator willing to supervise, to counsel, and to evaluate the intern's performance, and to confer with the peer professional on the intern's program. Evaluation for internship graduate credit will be accomplished by the university.)
- C. Have a formalized agreement, renewed each year, that states the financial arrangement agreed upon by all parties regarding tuition and administrative supervision costs. This cost shall be figured on the basis of:
  - 1. a maximum of \$\_\_\_\_\_ (N/A or amount) for tuition, payable directly to the registrar of the university at which the candidate is enrolled full time for summer school, regularly offered course work and seminars as required by the program;
  - 2. \$\_\_\_\_\_ (N/A or amount) agreed upon by the school district and the participating university for supervision of the intern and allied services by the university.
- D. Retain, each year, funding for the intern's professional dues and expenses. These monies will be earmarked in the general fund and budgeted as approved by the district authority.
- E. Retain the intern under contract, based upon satisfactory performance, for three years or the length of the internship, whichever is less.
- F. Release and support the school counseling intern to attend summer sessions, internship seminars, and professional development activities as specified by the internship agreement.
- G. Agree to cooperate with the university and the peer professional school counselor.

3. **The Role of the Montana University.** The institution approved to offer the program agrees to:

- A. Provide the appropriate course work which will lead to endorsement in three summers plus, if necessary, seminars during the year.
- B. Supervise the intern in the field with on-site visits at least three times per semester during the school year.
- C. Conduct monthly observations of and conferences with the intern and the cooperating school district throughout the school year.
- D. Notify the Office of Public instruction of any failure to meet the approved program on the part of the intern, the school district or the university.

In addition to the three major parties in the agreement, the following will serve in advisory and secondary capacities consistent with their legal and statewide leadership functions:

4. **Role of the Board of Public Education.** The Montana Board of Public Education agrees to:

- A. Exempt a school district participating in the program from a deviation for an unendorsed school counselor and formalize this by letter each year based on the continuing success of the program for both the intern and the participating school district.
- B. Periodically review at their board meetings the progress and status of this program.

5. **Role of the Office of Public Instruction.** The Montana Office of Public Instruction agrees to:
  - A. Exempt a school district participating in the program from a deviation for an unendorsed school counselor and formalize this by letter each year based on the continuing success of the program for both the intern and the participating school district.
  - B. Provide a report of this action to the Board of Public Education during an annual presentation.
  - C. Collect and maintain information regarding the activities and success and/or problems of the program. This will be done by the OPI Educator Licensure Program Manager.
6. **Role of the Montana Association for Counseling and Development and the Montana School Counselors Association.** The professional education organizations agree to:
  - A. Include the interns in professional activities and assist in developing professional support.
7. **Role of the Peer Professional School Counselor.** The counselor chosen for this role agrees to perform the following as part of his or her professional responsibility.
  - A. Share with the intern his or her professional expertise and provide counsel as needed.
  - B. Confer with university/college supervisor in evaluating progress and recommending adjustments to the activities of the intern.
  - C. Provide input on professional activities including orientation to services available from professional association and resources.
  - D. Participate in ongoing assessment of the program.

## **THE SCHOOL COUNSELING INTERNSHIP AGREEMENT**

Upon acceptance to this program, the candidate, the university and the local school district will specify the internship experiences in an annual plan to be written by the parties involved. The part which will receive internship university credit will be in conformity with university requirements for such credit. This document, revised each year of the internship, will specify the experiences to be provided at the district level as well as at the university level. The internship plan will be appended to this document as a part of the agreement between the parties.

**THE SCHOOL COUNSELING INTERN CANDIDATE:**

Signature

Date

Grade Level(s) of Internship

**REPRESENTING THE LOCAL SCHOOL DISTRICT:**

Name of District

Signature of Administrator

Date

Type or Print Name/Title

Signature of Board Chair

Date

Type or Print Name

**REPRESENTING THE UNIVERSITY:**

Name of University

Signature

Date

Type or Print Name/Title